

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PRINCIPAL PROCUREMENT SPECIALIST

NOTE: Formerly PRINCIPAL BUYER

DEFINITION:

Under direction, to supervise a group of purchasing staff; to be responsible for the purchasing operations of the City Purchasing Department; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, assigns, and supervises and participates in the work of purchasing staff in the purchase of a variety of commodities and services for use by City departments;
- Reviews purchase requisitions and makes assignments;
- Reads bids at Public Bid Openings;
- Responds to route slips, employee suggestions, procurement surveys and other requests for information from City departments and outside agencies;
- Reviews specifications and bid recommendations of subordinates;
- Assists with the preparation of information and documentation for bid award protest hearings;
- Serves on City-wide committees regarding purchasing related issues;
- Reviews and revises various City-wide purchasing policies, procedures, documents and forms;
- Reviews and monitors requisitions of Fleet Parts Buyers and assists in training these personnel in Purchasing policies and procedures;
- Confers with central staff and department administrators to estimate probable needs and to solve supply problems;
- Prepares budget estimates for supplies and equipment;
- Negotiates with vendors in complex purchases;
- Supervises purchasing research;
- Selects, trains and evaluates the work of subordinates;
- Acts for the Assistant Purchasing Agent in his absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** three years of experience in purchasing a wide variety of governmental or industrial supplies and services for use. Additional experience in purchasing a wide variety of governmental or industrial supplies for use or in performing stock clerk, storekeeping, or purchasing clerical work may be substituted for education lacked on a year-for-year basis.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.